

Changes to accredited programmes/schemes

Once HEA accreditation has been awarded, institutions are responsible for ensuring that their programmes/schemes operate as explicitly accredited. Institutions may wish to make some revisions to their accredited programme/scheme over the period of the accreditation cycle for a variety of reasons.

To enable institutions to make a change to an accredited programme/scheme, the HEA will formally consider, and where appropriate approve, changes proposed through the **HEA Major/Minor Change** process. When changes to the programme/scheme are approved, this will be for the remainder of the current accreditation period.

Institutions wishing to request and apply for a change to their accredited programme/scheme for the next academic year must do so **before 31 May each year**.

Any change proposed by an institution, whether 'major' or 'minor' (see below) must be considered and approved by the HEA in advance of the change being implemented. The institution will be asked to supply information which will be considered by a Change Panel. The Change Panel will feed back on the outcome and, where changes are approved, will make clear the date from which the change will apply.

Applying to make a change

The first step in applying for a change to an accredited programme/scheme to be approved is to complete a 'Change(s) to accredited programme/scheme – initial request form'. This form is available on the HEA website and should be returned to the HEA accreditation mailbox (accreditation@heacademy.ac.uk). There are no additional fees due for the 'change' process.

The HEA Accreditation team will consider the initial request and will be able to advise the institution about whether the proposed revision constitutes a 'Minor' or 'Major' change. The processes by which 'Major' and 'Minor' changes are considered and approved are different as explained below.

Minor/major changes explained

As each institution is different and each programme/scheme is distinctive to suit the context of that institution, what might constitute a 'Minor' change in one instance may have wider impact and resulting 'Major' implications in another instance.

Minor changes are alterations to any existing accredited programme/scheme that does not materially alter the programme/scheme or any pathways to recognition within it. These are changes that do not significantly alter:

- the design of the programme/scheme;

- the participant engagement with the UKPSF;
- the evidence on which judgements about fellowship are made;
- the process by which fellowship judgements are reached.

Minor changes may be made, approved and implemented within an academic year to enable any subsequent cohort to benefit from the revised programme/scheme.

In contrast, Major changes may involve more substantial revisions such as:

- revision to programme/module outcomes that necessitates a concomitant change to the programme's structure and/or content to maintain UKPSF alignment;
- a proposed new site/campus of delivery and/or participant group;
- change to the mode of delivery and/or support for participants to engage with the UKPSF;
- revision of the evidence on which judgements about fellowship are made;
- changes to procedure/stages in the process by which fellowship judgements are reached.

A major change will be discussed and may be approved by a dedicated HEA Major Change to Accreditation Panel.

Application Process

The stages in the Change to Accredited programme/scheme process are as follows:

1. Institutions download and complete the 'Change(s) to accredited programme/scheme – initial request form' from the HEA website. This form captures key information that will form the basis for the decision about whether the change proposed is major or minor in nature, so please ensure that all sections are completed in full;
2. The HEA Accreditation team will contact the institution to advise whether the change proposed is minor or major. This will determine the subsequent steps and information required (see below for the two different processes). The HEA will send the institution the relevant template to be populated for review by a Major/Minor Change Panel;
3. The institution will provide the information required by the relevant Change Panel before the relevant submission deadline (see submission dates in the tables below);
4. The Major/Minor Change Panel meets and communicates the outcome to the institution by letter. The letter will make clear the date from which the approved change may be implemented;
5. HEA Records will be updated;
6. Where changes are made to experiential routes within CPD schemes, the institution will be asked to evaluate the impact of the change within the Annual CPD Review.

Minor Change Panel process:

A Minor Change Panel template will be sent to the institution. The information that will be requested will include:

- Completed submission cover sheet with institutional sign off by the manager with overall responsibility for accredited programmes at the institution (for example Head of Academic Practice/ Educational Development);
- Rationale for the proposed change;
- Clear comparison of the existing programme/scheme and proposed changes. This may be tabulated for greater clarity;
- Requested date for implementation of change;
- Revised participant handbook/full participant-facing guidance with revisions clearly highlighted.

The completed template with the required information should be emailed to the accreditation mailbox (accreditation@heacademy.ac.uk) by one of the submission dates detailed below:

Submission deadline	Earliest date for implementation available if approved
30 September	30 November
30 November	31 January
31 January	31 March
31 March	31 May
31 May	1 September

When submitted, the information will be checked by the Accreditation Team and allocated to the next available Minor Change Panel. The institution will receive confirmation that the submission has been received and the date by which feedback will be provided.

The Minor Change Panel, consisting of at least two academic members of the HEA Accreditation team will be convened after each submission deadline shown above. The outcome of the panel will be to accept or not accept the change proposed and this outcome will be communicated to the institution within 4 weeks of the submission deadline, enabling any agreed change to commence from the corresponding implementation date shown above.

If a change is not accepted, the HEA will provide a point of support to advise the institution with respect to any further development/further change process. The outcome of the Minor Change Panel will be reported to the next Accreditation Panel Meeting or Major Change Panel for quality purposes and to inform future developments.

Major Change Process

A Major Change Panel template will be sent to the institution. The information that will be requested will include:

- Completed submission cover sheet with institutional sign off by the official HEA Institutional Contact;
- Rationale for the proposed change to include details of any impact on other existing accredited programmes/schemes at the institution;
- Institutional context for the programme/scheme under consideration;
- Clear comparison of the existing programme/scheme and proposed changes. This may be tabulated for clarity;
- A concise narrative within the template provided to address accreditation criteria 2-4 (programme design/support and guidance/fellowship judgements);
- Revised participant handbook/full participant-facing guidance with revisions/new sections clearly highlighted.

The information should be emailed to the Accreditation mailbox (accreditation@heacademy.ac.uk) by one of the two submission dates detailed below:

Submission deadline	Earliest date for implementation available if approved
31 October	1 February
31 May	1 September

When submitted, the information will be checked by the Accreditation Team and allocated to the next available Major Change Panel. The institution will receive confirmation that the submission has been received and the date by which feedback will be provided.

The Major Change Panel will consist of two Accreditors and at least one member of the HEA Accreditation, Recognition and Reward team. The outcome will be to either accept or not accept the change requested and this outcome will be communicated to the institution following the Panel.

If a change is not accepted, the institution will have the option to continue to operate the programme/scheme as originally accredited or to make a fresh submission within the three year accreditation cycle which will incur a cost. The HEA will provide a point of support to advise the institution in any further development/further change process.

Summary of the process for making changes to accredited programmes/schemes

